

# Procedure: Medical Emergency

## Emergency Equipment Locations

Emergency Equipment	Location
AED (Defibrillator)	Main Lobby: Left side of the door to the janitor's closet
First Aid Kit	Sanctuary: At the A/V station Social Hall: At the Welcome Desk  Kitchen: Inside the Kitchen near the door between the Kitchen and Social Hall Church Office: On the right side of the mailboxes Chalice Wing: In the snack closet in the center of each hallway on wall or shelf

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### Typical First Aid Kit Location | Chalice Wing

## Procedure Steps

1. Trained Person—If the medical condition and/or injury is severe (example: stopped breathing, heart attack, stroke, broken bone, heavy bleeding, burns, etc.):
  - A. Immediately tell a person to call 911 and to meet and bring the first responders. Use any operational phone.
  - B. Immediately decide:
    - (1) What emergency equipment do I need?

(2) Can the victim be moved?

(3) To turn the victim on their side if they vomited.

C. Immediately tell a person to get and bring applicable emergency equipment (example: First Aid Kit, AED, etc.).

D. If the victim needs warmth and comfort, immediately tell persons to find and bring appropriate materials.

E. As soon as possible, give emergency first aid, including CPR, until first responders arrive. As required, tell people to help you.

F. If the victim is under 18 years old, immediately tell a person to find the parents.

G. If help is needed to calm persons at the scene, immediately tell calm persons to move distressed persons away from the scene.

H. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

2. Trained Person—If the medical condition and/or injury is NOT severe:

A. Immediately tell a person to get and bring applicable emergency equipment (example: First Aid Kit). B. As soon as possible, give emergency first aid. As required, tell people to help you. C. If the victim is under 18 years old, immediately tell a person to find the parents.

D. If help is needed to calm persons at the scene, immediately tell calm persons to move distressed persons away from the scene.

E. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

3. Trained Person—As soon as possible, report the medical condition and/or injury on a Foothills Incident Report. Go to <https://foothillsuu.wufoo.com/forms/foothills-incident-report>.

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